



## INTERNAL RECORDS GENERAL SECTION 4

**4.1 DIARIES.** Individual diaries shall be maintained by field personnel. Diaries shall be in a bound book such as a field book and may be maintained in offices or plants to record significant items for specific types of material. In no case may a diary be kept in loose-leaf form. If an error occurs, it is not to be erased. It shall be corrected by drawing a line through the entry and entering the correct information elsewhere. Explanation of the correction must be shown. All diary entries shall be signed, however, if all entries are made by the same individual, a note at the front of the diary so stating will be acceptable, providing each individual entry is initialed. Completed diaries shall be maintained as a permanent record for at least 10 years. An individual diary shall show the inspector's day to day activities and all significant items relating to the inspection performed that day. The diary shall contain the necessary information to support routine reports and provide assurance that the items inspected comply or do not comply with specification requirements. Basic figures needed to compute test results for an item, except those entered in plant diaries or on standard Department form, such as aggregate workbooks, shall be entered in the inspector's diary. Any pertinent information affecting or influencing the inspection shall be recorded. In some cases, it is advisable to establish diaries pertaining to a particular plant or a particular type of inspection. Information to be entered will be as required by the particular item being inspected or tested.

**4.2 CENTRAL LABORATORY WORKBOOKS.** Central Laboratory workbooks are to be maintained by Central Laboratory personnel, as required, to provide support information of all analytical data and calculations, except those entered on prepared Department forms. These workbooks may be individual or office items depending on the materials to be tested. All workbooks shall be identified by either the name of the individual or the type of material involved. This information will be collected and filed annually and maintained for at least 10 years.

**4.3 CENTRAL LABORATORY WORKFORMS.** Central Laboratory workforms have been designed to facilitate the recording of test data, computations, and results. These forms shall be used where applicable, and the individual performing the testing shall initial the form. When additional sheets are required, they shall be securely attached to the form and considered as an integral portion of the form. After the materials have been reported, the workforms will be filed and maintained in the Central Laboratory for one year and then transferred to the Support Center storage files for a period of five years.

**4.4 PROJECT FILE RETENTION.** Project files will be filed and maintained immediately available for 6 months following final acceptance of the job. The files may then be transferred to an archival area, but will be retained for a total of 10 years following final acceptance of the job. This applies to both paper and electronically generated information related to the project.

**4.5 SITEMANAGER DATA.** SiteManager data will be retained on the active database for a total of nine years after being entered. The files will then be transferred electronically to an archival database and held indefinitely.

**4.6 IMPORTANT CORRESPONDENCE.** All important correspondence, including circular letters, are to be retained indefinitely or until the information is available by an alternate means (e.g. it has been included in the materials manual). All other correspondence may be discarded after the retention period deemed necessary by its measure of importance.

**4.7 MATERIALS SURVEY AND SOIL SURVEY.** Materials Survey and Soil Survey records are to be retained indefinitely.

